

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 046-2015

OPEN TO: All Interested Candidates in and outside the mission

POSITION: Medical Support Admin Clerk (CDC), FSN-06/ FP-08  
**THIS IS A TERM POSITION FOR ONE YEAR**

OPENING DATE: May 20, 2015

CLOSING DATE: June 3, 2015

WORK HOURS: Full-time; 40 hours/ week (Monday-Friday)

SALARY: \*Not-Ordinarily Resident (NOR): FP-08  
\*Ordinarily Resident (OR): FSN Grade 06

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Medical Support Administrative Clerk. Reporting to the Foreign Service Health Practitioner, the position will be located in Medical Unit while supporting the interest of the Centers for Disease Control (CDC) Mission.

## **BASIC FUNCTION OF POSITION:**

Under the general supervision of the Health Practitioner, provides clerical duties in the Health or Medical Units primarily in support of Centers for Disease Control (CDC) Mission. Provides general clerical duties in the Health Unit.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Also, please see appendix C below.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Education:** Completion of secondary school and secretarial or office management study required.
2. **Experience:** Three years of progressively responsible experience performing secretarial, administrative management or clerical work at a medical or clinical center.
3. **English Ability:** Level 3 English ability (good working knowledge) in oral and written English is required.
4. **Other Criteria:** Knowledge of office management procedures. Knowledge of Microsoft word and excel programs required.
5. **Other Skills:** Ability to effectively schedule and prioritize work and carry out tasks in an accurate and timely manner. Must be proficient in Microsoft word equipment and other computer programs. Level II typing ability - a minimum 40 words per minute with accuracy. Ability to deal politely, tactfully, and effectively with all customers to section.
6. **Interpersonal relationship:** Good interpersonal relationship with members of other sections staff in coordinating work.

#### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) OR
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

## SUBMIT APPLICATION TO:

The Human Resources Section  
(Application for Medical Support Admin Clerk CDC)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 232-76-515-355  
Email: [HRFreetown@state.gov](mailto:HRFreetown@state.gov)

NOTE: Only short listed applicants will be contacted

## POINT OF CONTACT:

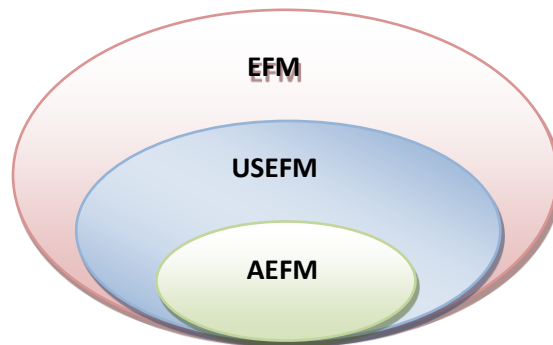
Human Resources Section: 076-515-000

**CLOSING DATE FOR THIS POSITION: June 3, 2015**

The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of

assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

## APPENDIX C

### COMPLETE JOB DESCRIPTION - MEDICAL SUPPORT ADMIN CLERK

Is the first point of contact for clientele, especially newcomers, patients or visitors to the Embassy or Centers for Disease Control (CDC) medical unit, who need assistance in addressing a particular issue or direction. Familiarize with practical knowledge of the standard procedures in maintaining medical records and medical terminology of the CDC medical unit. Observes basic rules and regulations governing visitors and patient to the center, adhering to such rules in processing visitors. 35%

Serves as Office Manager for the CDC medical center by providing telephone/receptionist services, responding to telephone calls, and directing callers to appropriate Officer, or takes messages as necessary. Receives, reviews, sorts, and distributes incoming correspondence/communications as appropriate. Keeps records of CDC medical activities and patients. Using the CDC medical database, inputs medical related information into the system; updates to ensure accuracy and maintains close hold of information. Establishes a well-organized filing system and maintains files and other information as necessary. 25%  
Manages the Medical Personnel's appointment calendars by scheduling visiting appointments with clients and escorting visitors from outside the Center to the medical office and back. Arranges for meetings as requested by reserving hall or rooms and invites audience to the meetings. 15%

Assists with processing e-services requests by CDC medical Unit. Prepares e-Country Clearances for CDC medical center personnel travelling out of the country. Drafts Management notices, diplomatic notes, and other correspondence as directed, or types from script or narrative materials as required by the CDC Medical Personnel. Consults with embassy Travel office in coordinating travel of CDC Medical Personnel; checking on and coordinating issuance of visas, airline booking, ticketing, accommodation etc. 20%

Performs other clerical duties as required by the Unit Personnel. 10%

**\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**